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Passports Registry

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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 11 October 1948

FROM :

SUBJECT:

The transfer of the map codification project from the Graphics Section of OCD to the Map Branch, together with files and personnel, poses certain personnel problems [REDACTED] The TO recently authorized by Management Planning, which combined seven new positions with the former TO for the Processing Section, is as follows:

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Position	No. of Persons	Classification
1. Chief	1	P-4
2. Asst. Chief	1	P-3
3. Supervisor (Special Cataloging and Codification Unit)	1	P-3
4. Cataloger-Librarian	7	P-2
5. Supervising Indexer	1	SP-7
6. Indexer (Map)	1	SP-6
7. Indexer-Coder	1	SP-6
8. Indexer-Coder	1	SP-5
9. Indexer-Coder	1	SP-5
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From the point of view of integration into the Map Branch, [REDACTED] a P-2 Geographer must be considered in terms of Position 4 above, and [REDACTED] must be considered in terms of Position 8 (or the identical 9).

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The job descriptions for the P-2 Cataloger-Librarian position and for the SP-5 Indexer-Coder position are attached. Library science, geography, and command of languages are the three major requirements.

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The Map Library Division does not have positions for which these persons can qualify. It is therefore strongly recommended that these individuals be retained in OCD, assigned elsewhere in ORE, or referred to the Chief, Personnel Branch, for re-assignment.

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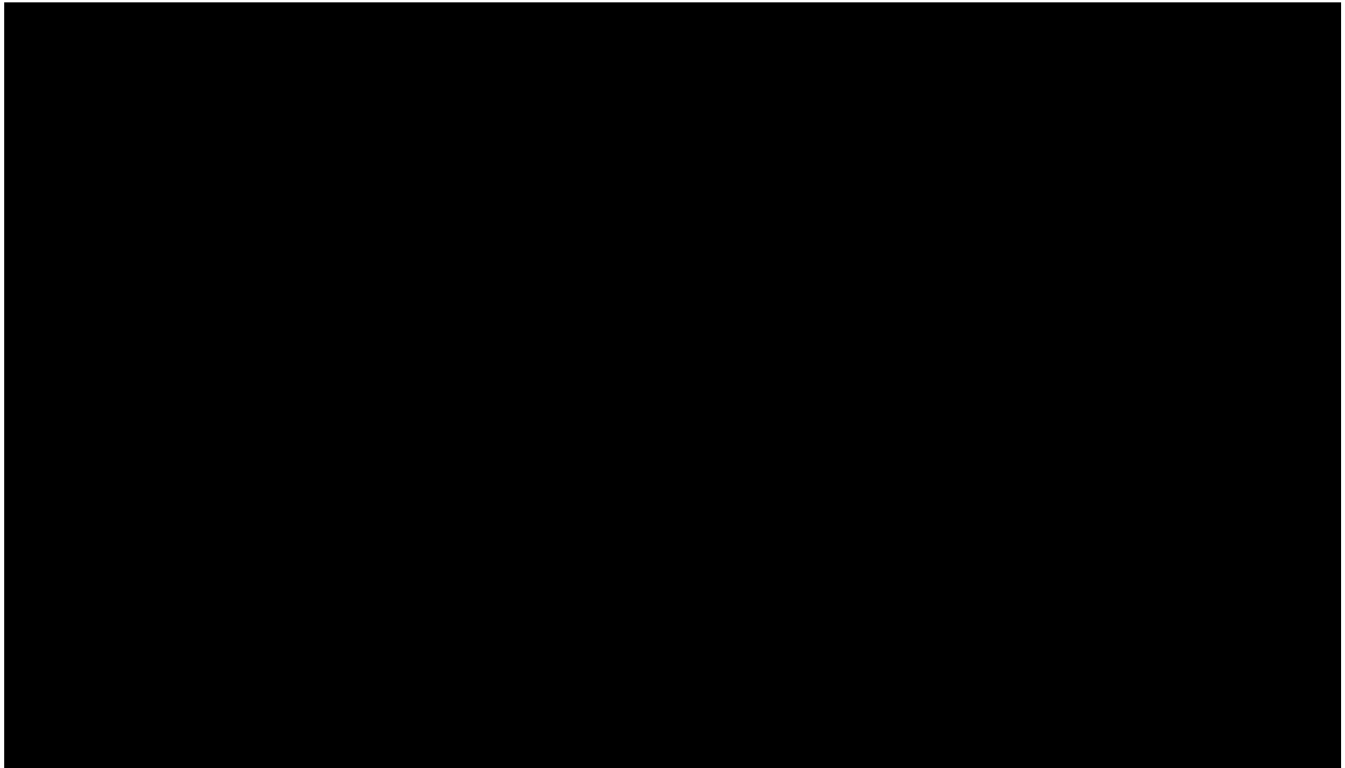
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Approved For Release 1999/09/02 : CIA-RDP79-01156A000100020005-1

- 3 -

FOIAb6



25X1A9a The Map Branch, in taking on the codification project, has carefully reviewed the scope of the job to be done, and has recommended, and has had approved a TO of seven persons. The top professional rating in this new TO is a P-3. One P-5 and one P-4 position, formerly included in this project, have been eliminated. These positions were cut by the Map Branch from the old TO of 9 persons. This recommendation was made with the understanding that [redacted] together with six recruitable positions would become the working block. Unless these conditions are fulfilled, and persons who do not meet the minimum requirements for any one of the remaining six positions are screened out of the TO, the following two things must be recognized.

1. The Map Library Division will not be able to most satisfactorily perform the job assigned to it with two of seven positions encumbered by unqualified persons.
2. A request for additional persons, to the total of two, must be made, to restore the self-imposed Map Branch cut of two persons from the TO formerly in existence. This request would have to be granted, to meet planned goals.

Enclosures: (2)

1. Job description for Cataloger-Librarian, P-2
2. Job description for Indexer (Map), SP-5

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Under the general supervision of the Chief, Processing Section, P-4 proposed, is responsible for the cataloging of maps of foreign areas according to techniques and procedures established for use by the CIA for the interpretation and recording of maps and map sets in such manner as to facilitate their use by professional cartographers, geographers, intelligence officers and research analysts of the CIA, the IAC agencies and other authorized agencies and departments.

Analyzes map content and determines complex and difficult catalog entries, frequently requiring elaborate and unusual descriptions to differentiate each item from all others in the map library collection; classifies and catalogs maps according to area, subject coverage, mapping authority, place of publication, edition, cartographic techniques used, titles, etc., as required for the particular item.

Performs difficult research to determine proper forms of names, foreign areas, cities, corporate bodies, and persons, according to established rules of entry; prepares authority cards to record such forms, together with a notation of the research required to establish authority for the entries; prepares cross-reference cards according to area, subject coverage, additional titles in map sets, etc., requiring professional judgment to determine scope and intensity of cross-reference which will provide adequate identification while avoiding cumbersome card files.

Processes maps in many foreign languages, using standard and special dictionaries and glossaries when necessary.

Prepares catalog cards in standard form for printing and distribution to cooperating agencies and other organizations which use the established map cataloging system.

Revises catalog cards and map labels to follow international boundary changes and administrative reorganizations which affect cataloging processes; adapts subject headings to reflect changes in category, the development of special professional interests, etc.; reviews maps previously cataloged in order to detect and correct errors in judgment and fact.

Is responsible for the maintenance of consistent standards for map cataloging in accordance with policy decisions established for use by the Map Branch, CIA.

The performance of the above duties requires professional competence in geography and a knowledge of standard library procedures.

Performs related duties as required.

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SECRET

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SP-5 Indexer (Map)

Under the general supervision of the Supervising Indexer, SP-7, critically examines, analyses and indexes map sets according to prescribed methods, which requires the preparation of detailed annotations together with the completion of detail upon index maps.

Indexes, generally, map sets of less complexity than those handled by indexers of higher grade. Handles greater percentages of map sets which have been prepared by English speaking countries and agencies, with a corresponding percentage decrease of complex foreign language sets. Processes maps in one or more foreign languages, however, usually of the Western European countries.

With assistance, determines appropriate publishing authorities for map sets. Reviews all maps, setting them in proper order for processing, and scans each sheet for details to be recorded on the index lists. Translates pertinent information of less complex sets, including titles, authorities, dates, editions, and details of legend, including physical, cultural, political, economic types of information.

Lists each sheet of a set on form sheets prepared for that purpose, noting date and edition of latest and other sheets held under a given title, together with other technical details relating to individual sheets.

Records on printed index maps information relative to the extent of map set holdings in the Branch. These maps are then combined with the detailed lists to form annotated coverage folders for map sets.

Performs related duties as required.

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